

81-1860

1 SEP 1981

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MEMORANDUM FOR: Chairman, E Career Service
 Deputy Director for Administration
 Deputy Director for National Foreign Assessment
 Deputy Director for Operations
 Deputy Director for Science and Technology

FROM : James N. Glerum
 Director of Personnel

SUBJECT : Special Achievement and Exceptional Accomplishment Awards

1. I have decided to exercise my authority to approve, independent of the Suggestion Achievement Awards Committee, Special Achievement and Exceptional Accomplishment Awards through \$1,500. This action is taken in order to expedite approval of nomination for these awards and to enable you to give timely award recognition to deserving employees.

2. The Special Achievement and Special Accomplishment Awards are being used with increasing frequency and their success is due in large part to the understanding of the Program by first line supervisors and managers. However, I wish to remind you that the Career Service Boards and Panels have the primary responsibility of assuring uniformity and equity for incentive awards within your Directorate. In the future, their review of achievement nominations will be even more important to ensure the appropriateness of the award before it is forwarded for concurrence, signature and approval. The Career Service Boards and Panels may seek guidance and assistance from the Directorate representative to the Suggestion and Achievement Awards Committee, and from the Committee's Executive Secretary. A list of the Committee members is attached.

3. I would appreciate it if you would circulate this letter among your office heads and members of the Career Service Boards and Panels.

James N. Glerum

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Attachment

MEMORANDUM MAY BE REGRADED TO
 UNCLASSIFIED WHEN SEPARATED
 FROM ATTACHMENT

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Next 1 Page(s) In Document Exempt

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